



A Not for Profit organisation, est. 1952.
RTO 90269 ABN 42 893 599 293 CFN 25398

Online Course Delivery

We have limited our student numbers to each class to enhance your online learning experience. Please book promptly to ensure your place in an online class.

We have installed studio-like audio visual facilities to enhance your online learning experience and connected high speed Fibre to improve its delivery to you.

There are a few things that you should do to enhance your online learning experience and get the most from each class you join.

We offer the following tips:

- Use a laptop or desktop computer or a tablet device; the newer the better.
- Have a stable, high speed internet connection; the higher the speed, the better.
- Avoid congested Local Area or WIFI networks; turn off other network connected devices for the period of your class.
- The larger the screen, the better.
- Use external speakers plugged in to your computer to improve your listening experience.
- Prepare a comfortable and quiet location to participate in your class.
- Use mains power rather than the battery of your computer.
- Check that everything is correctly connected before your class commences.
- Check that you know how to use your computer or tablet device before the class commences.
- Do not use your mobile phone to participate in your class; your experience will be unsatisfactory.
- Turn your mobile phone to silent during class.

How to join your class:

- We shall send you an email confirming your booking.
- We shall send you another email containing a unique link inviting you to your class and identifying any specific requirements for your class.
- You should accept the invitation to the class.
- Upon your acceptance a notification will also be automatically placed in your Google, Outlook or Yahoo calendar with a reminder set to alert you of your class's commencement.
- You should join your class when prompted using the link provided. Simply follow the link by clicking on it.
- You will be using the Zoom interface: follow the prompts to join the class.

- You will be placed in the class waiting room. The teacher will allow you access to the class.
- You will not have access to the class after the class has commenced: don't be late.

It is your responsibility to:

- Know how to use the Zoom interface. More information can be found at <https://zoom.us/>
- Know how to use your computing device.
- Have a stable and sufficient internet connection.
- Have a suitable and sufficient computing device.
- Join your class promptly.